**Minutes of Brownhall Parent Council Meeting, held on Thursday the 8th of October 2019, 6.30pm at Brownhall Primary School**

**Present:** Gayle Johnstone, Mandy Maxwell, Donna Broadfoot, Natalie Farrell, Julie McClelland, Steph Watterson, James Riddick, Laney Kirkpatrick, Zoe McKay.

**In Attendance**: Miss Cochrane, Mr Gray

**Apologies:** Lynsey Baird, Sam Hogg, Elaine Henderson

**Welcome / Chair**

Gayle Johnstone welcomed everyone, only 1 adjustment was made re previous minutes:

Minutes stated both Brownhall and Caerlaverock were inspected by HMI but it was only Caerlaverock. Remainder of minutes agreed by Zoe McKay and Laney Gillespie.

**Head Teachers Report:**

Miss Cochrane confirmed there would be 5 new pupils starting at Brownhall. This leaves the school with 1 space (catchment only).

Miss Cochrane advised she is still awaiting a response regarding the possibility of Brownhall lunches being prepared at Caerlaverock. Numerous emails have been sent and we will hopefully receive a response soon.

The school have decided to hold a Christmas show this year, instead of a Christmas Fayre. There will be 2 showings – 1 during the day and 1 in the evening. Provisional dates are the 11th and 12th of December – all will be confirmed in due course. Discussions were had around the best venue for the show, school hall or Kingolm Quay community centre – contact will be made with the person in charge of the community centre to discuss. Tickets will be £3 each which will include tea/coffee and biscuits. Steph will prepare a letter in November to send out asking for raffle prize donations.

**Treasurers Report:**

The balance of the Parent Council Account is £202.26. As per previous discussions £180 will be gifted to the school. Gambling licence due December 2019, Kelly will discuss with Mandy.

Fund Raising account balance is £2123. The parent council has previously agreed to fund 2 new laptops – this is still in progress due to upgrading current systems to Windows 10.

We are still waiting on a bill from the council for the hire of the hall for school disco.

Gayle purchased medals for fun run etc and will submit receipt to Kelly.

Kelly confirmed 3 signatories are needed for fund raising account – Gayle and James to go to TSB to complete forms and provide 2 forms of identification.

Kelly advised she has a lot of old files and documents and asked about the possibility of archiving in the school – Miss Cochrane happy to find a space for these to be stored. Kelly and Mandy will go through paperwork and identify papers to be archived.

**Future Meetings between parents and Teacher/s / Headteacher**

Gayle asked about the possibility of arranging meetings with teachers / headteacher and parents to discuss any future big changes within the school. This would give parents the chance to ask questions and raise any concerns in an open format and to be involved in changes. Miss Cochrane did not see this being a problem.

**Halloween Party**

Brownhall halloween party will take place on Wednesday the 30th of October 6pm-8pm at the school:

Stalls on the night:

Tea / coffee / juice with a biscuit – 50p / Hot Dog roll – 50p / Candy Floss – 50p /

Doughnuts / witches guts / gooey eyeball / cauldron toss / monster bean bag toss – all 20p each

Bags of tablet and other goodies, 30p each

Any parents able to help on the night please let Gayle know.

**Using Email for Parent Council updates**

Steph raised the possibility of sending out Parent Council information via email instead of letters – this would save paper/ink and be more convenient. Miss Cochrane approved but added that parents would need to be “BCC’d” in due to GDPR regulation. Steph will send out a letter in due course – parents will have the opportunity to opt in our out, paper copies will still be provided for parents who do not wish to receive information via email.

**Fund Raising:**

**Carol Singing:**

Donna Broadfoot confirmed carol singing will take place at Tesco (Cuckoo Bridge one) on Friday 6th December with a proposed time of 6pm-7pm – this will be confirmed nearer the time.

**Jefferson haircut Fundraiser:**

Confirmed for 2020 and will need to take place on a Sunday – date will be confirmed next year.

**Bag packing at Morrisons:**

Looking at dates towards the end of January 2020 – further update in due course.

**Lucky Squares – to be handed out soon.**

**Zumba Fundraiser:**

Lynsey Baird has indicated her Zumba teacher would like to organise a Zumba fundraiser for the school, further information to follow.

**Dates for Diary:**

**Next Meeting – 26th November 2019**